

BY ORDER OF THE COMMANDER
552D AIR CONTROL WING

552D AIR CONTROL WING (ACC)
INSTRUCTION 91-501

17 APRIL 2013

Safety

552D AIR CONTROL WING IMT 41



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 552 ACW/SE

Certified by: 552 ACW/DS
(Lt Col Arnold T. Saunders)

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This instruction implements Air Force Policy Directive (AFPD) 91-2, *Safety Programs*. This instruction provides guidance to commanders and crewmembers on filing the 552 ACW Information Management Tool (IMT) 41, *552d Air Control Wing (552 ACW) Aircraft Incident Worksheet*. This instruction cannot be supplemented. Contact supporting records managers as required. This instruction is directive and applies to all units in the 552 ACW. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the 552 Air Control Wing publications/forms manager.

Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

1. Purpose.

1.1. The 552 ACW IMT 41 is essential in gathering data for trend analysis purposes. IMT 41 worksheets identify incidents, mishaps, and aircraft systems problems that impact mission accomplishment or safety of flight. The purpose of the 552 ACW IMT 41 is NOT limited to tracking in-flight emergencies. IMTs 41 should be filled out after any ground or in-flight emergency, air abort for aircraft system malfunction, physiological incident, dropped object, bird strike, or any incident which has a high accident potential. 1.2. Aircraft Commanders are required to complete an IMT 41 in response to the requirements of this regulation. A completed copy of the IMT 41 will be emailed, scanned, or faxed to Wing Safety at 552ACW.SE3@TINKER.AF.MIL (Fax: 734-3740, DSN 884-3740), to the 552 OG/CDF at 552OG.CDF@TINKER.AF.MIL (Fax: 734-5539, DSN 884-5539) and the respective squadron safety office within 24 hours. Additionally, the squadron safety office will log the incident and brief the squadron commander.

2. Objective.

2.1. 552 ACW IMT 41 is required for any of the following:

2.2. Any time a takeoff is aborted for a system malfunction. A takeoff exists when the aircraft brakes are released and/or when takeoff power is applied for commencing an authorized flight.

2.2.1. Whenever the mission is aborted for safety of flight reasons.

2.2.2. Whenever an in-flight emergency is declared.

2.2.3. If an aircraft system malfunction or failure drives a deviation in mission profile.

2.2.3.1. Mission radar or computer problems are not reportable unless they lead to smoke, fumes, or a fire in the aircraft.

2.2.4. All physiological incidents to include those caused by military or commercial lasers.

2.2.4.1. Physiological incidents will be reported any time mission profile is altered to accommodate an ill crewmember. Crewmembers will also report to the flight surgeon. Additionally, if a flight surgeon is requested to meet an aircraft on arrival, or crewmembers see a flight surgeon after landing, report the details driving the request on a 552 ACW IMT 41.

2.2.5. Any time a checklist is initiated in response to smoke or fumes. This includes ground or in-flight incidents.

2.2.6. Any incident which has a high accident potential (HAP).

2.2.7. Any time an aircraft experiences a dropped object.

2.2.8. Any time there is a bird strike.

2.3. Data extracted from the 552 ACW IMT 41 will be entered into the 552 ACW/SE computer database and the original form will be maintained on file for one year in the originating squadron safety office.

GREGORY M. GUILLOT, Col, USAF
Commander, 552d Air Control Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 91-2, *Safety Programs*, 24 July 2012

Prescribed Forms:

552 ACW IMT 41, *Aircraft Incident Worksheet*, Some date

Adopted Forms:

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

ACW—Air Control Wing

ACWI—Air Control Wing Instruction

DS—Director of Staff

HAP—high accident potential

SE—Safety